

ER: 6-1974

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MEMORANDUM

SUBJECT : Deputy Director (Administration) Clerical
Career Board

1. You are hereby appointed as a member of the Deputy Director (Administration) Clerical Career Board. Duration of this appointment will extend through 31 December 1955.
2. The establishment of this new Board was recommended by the Administration Career Board on 30 July 1954 and was subsequently approved by the Deputy Director (Administration). The CIA Career Council has endorsed this action.
3. The reasons for establishing this separate Career Service for clerical, secretarial and related personnel within this major component are essentially as follows:
 - a. It may be expected that a Career Board composed of the most senior officials of a component will devote more time and attention to planning the utilization and development of its "professional" specialists than it will to lower-graded personnel under its jurisdiction. It is believed that all personnel, regardless of grade level, are entitled to adequate consideration by a Career Board throughout their careers, particularly with respect to longer-range planning for the development of their careers rather than planning for their immediate utilization. The new Career Board of which you are a member will give more direct consideration to clerical and related personnel than can logically be expected of the existing Career Boards in this organization.
 - b. The problems involved in providing a real career to clerical personnel are essentially the same within each of the Offices and Staffs of this organization. This set of mutual problems may be better resolved by a single Career Board. It is further believed that a large group of employees who perform closely related duties and who present the same career problems are actually members of a separate Career Service which they themselves compose.

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It is believed also that the establishment of a Career Board for these employees will lead to more uniformity and standardization in procedures for their utilization and development in the different Offices and Staffs to which they are assigned.

c. The Career Board will, to some extent, be able to offer clerical personnel a wider opportunity for assignment, rotation and development. It will act, whenever necessary as a clearing house of information concerning assignment opportunities for clerical personnel in all Offices and Staffs (and within the Clandestine Services) and will facilitate the movement of clerical personnel between components as required. A primary function of the Board will be to identify those employees in clerical positions who have the greatest potential for moving into the higher-graded "professional" specialties and to prepare plans for accomplishing the development of such employees.

4. The Board will meet at the call of its Chairman who will be appointed by the Deputy Director (Administration) and who will be responsible to the Chairman of the Administration Career Board. The Board will receive technical advice and guidance from a Special Assistant and a Career Management Officer on my staff and will be supported, as necessary, by the Placement and Utilization Division, Office of Personnel.

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L. K. WHITE
Deputy Director
(Administration)

O&I-addressee

SA-DD/A:DST:dlc (28 Oct 54)

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